



Crosslake Community Schools
35808 County Road 66
Crosslake MN 56442
218-692-3598

Crosslake Community Schools Job Description

Position:

Administrative Assistant

Location:

Crosslake Community Schools
Crosslake Minnesota

Immediate Supervisor:

Directors of Seat Based Learning

Position Summary:

This multifaceted position works in close partnership with the HR/Business Manager, online Administrative Assistant and seat-based Executive Assistants, and the CCS Directors.

Essential Duties and Responsibilities:

- Receptionist duties
- Greet visitors daily, connects with students, supports families, and assists staff with polite and professional assistance
- Outgoing mail and all supplies associated as necessary
- Regularly communicate with the State Reporting Coordinator to ensure up to date information is included in the JMC student information system. executive assistant unless you want her to take it over
- Document volunteers and run background checks
- Substitute teachers: find, track pto of teacher needing sub for, provide fob/key as necessary, add details to calendar
- Keep current staff telephone listing and other phone duties as necessary
- Administrator of the copier - knowledge, ordering of supplies, maintenance scheduled
- Manage and order supplies
- Support District Assessment Coordinator as needed (remove)
- Keep master book of forms up to date.
- Health Room Assistant
- Security - locking/unlocking/programming of doors along with Seat Based Director and custodian if necessary
- Security - FOBS

Attendance

- Records and verifies daily student attendance.
- Sends daily correspondence to staff regarding attendance and alternate plans for students.
- Verify all unexcused absences.
- Contact parent/guardian concerning daily absence of student

Building Use

- Schedule building use request on calendar.
- Coordinating building use with appropriate staff including communicating custodial needs, food service, classrooms, etc., making building activity arrangements so that building activities are effectively coordinated and implemented.

Calendars

- Schedule/maintain calendar of events/activities.
- Schedule event on appropriate calendar(s).

Drills (shared role with Executive Assistant)

- Familiarity with security system.
- Coordinates and records fire, tornado, and lock down drills as specified by the State of Minnesota.
- Coordination with Seat Based Director, Crisis Team and Administrative Assistant

Field Trips/Transportation

- Receive field trip request form.
- Schedule field trip on calendar.
- Order transportation for the field trip.
- Communicate to staff all field trip details.

JMC

- JMC reports, ~~report cards (executive assistant?)~~
- ~~Digitized enrollment (executive assistant?)~~
- Maintain all student records and information, including all new students and entries in JMC and file folders
- Email messages through JMC software to families.

Record Retention of Student Records

- Become familiar with record retention policy for prior students.
- Prepare student file for scanning.
- Scan file and verify for accuracy.
- Shred student file after verifying scan.

Security (shared role with Executive Assistant)

- Monitor secure doors to allow entrance into the building.
- ~~Quick access to video cameras.~~
- ~~Receive requests from staff regarding an incident to view with video cameras.~~
- ~~Program doors (executive assistant?).~~

Other

- Attend staff meetings
- Serve as election judge if elected
- This list is not all-inclusive and any other task or job may be assigned in the future.

Qualifications:

- Experience with office management
- Extremely strong organizational and time management skills; attention to detail
- Excellent people skills, self starter
- ~~Teacher experience helpful, but not required~~
- AA or BS Degree Preferred
- Strong command of computer skills and applications: Google Suite, Microsoft Office, Adobe, etc. Ability to learn JMC Student Software and various school reporting softwares

Compensation:

Hourly starting at \$16.84 per hour.

Benefits:

Current benefit package will be discussed during interview process.

Work Schedule and Agreement:

- Agreement - 10 months with summer contracted hours (to be determined)
- Hours during the day should include but are not limited to being available during typical school day time per day: 8 general business hours are 7:30 a.m. to 4 p.m.
- School Days and Teacher Professional Development Days plus scheduled days in collaboration with both Directors

Frequency Chart:

Required to:	Never 0% of time	Occasionally 1-33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Stand		X		
Walk		X		
Sit			X	
Use hands			X	
Reach (hands/arms)		X		
Climb/Balance		X		
Kneel/Crouch/Crawl		X		
Talk			X	
Hear			X	
Taste/Smell		X		
Lift Up to 10 lbs		X		
Lift Up to 25 lbs		X		
Lift Up to 50 lbs	X			
Lift Up to 75 lbs	X			
Lift More than 75 lbs	X			

Board Approved:

May 9, 2022